

## **Downtown Revitalization Committee**

### **Minutes**

June 24, 2008

#### **Present – Committee Members:**

Mayor Wright, Joe Harpie, Jay Bottolico, Mike Lenares, Jeff Hedberg.

#### **Others Present:**

Myra Cohen, Val Ginn, Tom Bowen, Kristine Nasinnyk, Town Manager, John Salomone, Town Planner, Ed Meehan.

- I. Mayor Wright convened the Committee at 6:10 p.m. and requested nominations for chairman. Mr. Bottolico moved that Mr. Harpie be elected to serve as chairman, seconded by Mr. Lenares and unanimously approved.
- II. Mr. Harpie thanked the Committee members for their support and stated he is committed to completing this project.

#### **III. Discussion of Draft Project Schedule.**

Mr. Meehan provided a summary of the schedule and described the monthly timeline as a “micro” overview of the tasks the Committee should address. Several of the tasks can be done simultaneously to keep the project moving forward. There are important target dates such as consultant selection, advertisement of bid plans and start of construction. The time line provides for at least two public informational sessions as well as formal referrals to TPZ and Committee report to the Town Council. The informational sessions are important to get stake holders ideas and build consensus for the project design. The more clarity the Committee develops for the parking lot concept the faster the project engineer can begin with the construction plan documents.

Mr. Harpie talked about approaching the property owner who controls approximately 25,000 sq.ft. behind 1076-1090 Main Street, Cugino's parking area. Acquisition of this property would enable the Town to construct the entire refurbished municipal lot. This would be the preferable way to proceed, the State grant does permit property acquisition.

Jeff Hedberg asked about the design concept for Market Square as far as one way traffic control and possibly angle parking.

Ed Meehan responded that Market Square Streetscape Improvement concepts have been completed as Phase IV of the Town Center's STEAP (Small Town Economic Assistance Program) grant. The Town applied last February for STEAP funds but was rejected; when a new grant round is announced for FY 2008-2009 we can apply again.

Mr. Meehan further stated that the Market Square Streetscape and Municipal Parking Lot improvements should be coordinated because of the importance of well defined access points and the benefits of designing a pedestrian network between the parking lot and businesses. Trying to do Market Square Streetscape and the Municipal Lot with one design consultant or as a single construction project would be difficult because of the different time requirement for each project. In addition, the need to schedule construction so as not to disrupt businesses, maintain sufficient parking and traffic access will be complex.

#### **IV. Project Informational Session Schedule**

The Committee agreed to set July 16<sup>th</sup> as the date for the first public information session. All property owners and businesses within the Town Center District will be invited to attend. This session will be held either in Conference Room B & C or at the Senior and Disabled Center, depending on availability.

V. **Public Participation Comments and Suggestions**

- Tape record meetings.
- Request Channel 14 to advertise meeting, post agendas and minutes on Town Web Page.
- Keep in mind that property acquisition will take time for appraisals and TPZ 8-24 and Town Council hearing schedules.

VI. Next Committee meeting date will be July 8<sup>th</sup> beginning at 5:30 p.m. with walking tour of municipal parking (meet behind Century 21- Eddy building) and at 6:15 p.m. reconvene at Town Hall Conference Room 1.

VII. Adjournment at 6:58 p.m.

Submitted,

Edmund Meehan  
Town Planner